



City of Nashua

Central Purchasing

229 Main Street
Nashua NH 03060

March 3, 2015

Request for Proposals

RFP0016-031715

Air Quality and Landfill Gas Sampling – Shady Lane Landfill

The Division of Public Works is seeking to engage a firm with substantial experience in analytical field and laboratory testing relative to landfill gas and indoor air quality as regulated by the New Hampshire Department of Environmental Services (DES). The professional skills and services required to produce the required results consist of air quality and landfill gas sampling, analysis and reporting. Firms should demonstrate experience and expertise in environmental testing. These services shall be performed consistent with the following specifications at the City of Nashua's Shady Lane Landfill and adjacent New Searles Elementary School for a term of three (3) years, beginning July 1, 2015 and ending June 30, 2018.

Instructions to Participants

Proposals must be delivered, **in duplicate (one original and one copy)**, in sealed envelopes to the Central Purchasing Office, 229 Main Street, Lower Level, Nashua, NH 03060 before **3:00PM on Tuesday, March 17, 2015**. Envelopes must be marked "**Air Quality and Landfill Gas Sampling and Analysis – Shady Lane Landfill**". Proposals shall be submitted separately in two (2) envelopes marked: **Non-Fee Related Information** and **Fee Proposal**. Complete specifications are available on the City of Nashua web site, www.gonashua.com, under Citizen Favorites, Current Bids, document **RFP0016-031715**. Firms submitting proposals will be listed on the web site, under Bid Results, within three (3) hours after the bid opening. (Pricing will not be listed as the award is not price-driven.)

The successful firm must provide proof of insurance coverage as required by the City of Nashua: Minimum insurance coverage is \$1,000,000.00 General Liability per occurrence; \$2,000,000.00 aggregate; \$1,000,000 Automobile Liability Combined Single Limit; and proof of Worker's Compensation insurance in compliance with State Statutes. Liability certificates must name the City of Nashua as an additional insured.

The City of Nashua reserves the right to discontinue the selection process at any time. All contracts and awards are subject to funding approval. There will be no reimbursement to any candidate if selection is terminated.

The City may reject any or all of the bids on any basis and without disclosure of a reason. The failure to make such a disclosure shall not result in accrual of any right, claim or cause of action by any unsuccessful bidder against the City of Nashua. The City reserves the right to negotiate with the lowest responsible bidder for a lower bid price when the best interests of the City will be served. A sample contract is attached. All terms and conditions noted in Section 800 of the City of Nashua Purchasing Manual shall apply. Information is available on the Nashua web site.

All proposals must remain in effect for a minimum of ninety (90) days after bid opening.

Pursuant to NRO 5-71 (A), the City of Nashua supports the concept of purchasing products which are biodegradable, can be or have been recycled, or are environmentally sound. Due consideration will be given to the purchase of such products. If you are bidding on any such products which qualify, please so indicate in a cover sheet by item number and description.

Pursuant to NRO 5-78 (F), the purchasing manager shall not solicit a bid from a contractor who is in default on the payment of taxes, licenses or other monies due the City. Therefore, this bid request is void to anyone who is in default on said payments.

Questions or coordination of site visits relating to this request may be directed to Kerry Converse, Environmental Engineer, at 603-589-3420, conversek@nashuanh.gov.

Respectfully,

Mary Sanchez, CPPB

Mary Sanchez, CPPB
Purchasing Agent II
City of Nashua
sanchezm@nashuanh.gov

Background/History

The services requested in this solicitation are to be performed at the City of Nashua's Shady Lane Landfill and adjacent New Searles Elementary School. In 1994/95 the City of Nashua, through its Public Works Division, constructed a landfill closure system at the Shady Lane Landfill consistent with NHDES guidelines. The system constructed incorporates drainage improvements, active gas collection, groundwater wells, and final capping. Monitoring of indoor air quality at the school and the landfill gas venting system has been ongoing since closure.

General Scope of Services

The City of Nashua seeks to continue on-going testing at the Shady Lane Landfill and New Searles school in accordance with the landfill post-closure requirements. The successful firm will provide the testing regime outlined on the Scope of Services described on Page 6 of this solicitation. The contract term will begin July 1, 2015 and end June 30, 2018.

The scope of services shall include the following tasks:

1. Perform all necessary sampling and analytical testing outlined in the scope of services.
2. Become familiar with the site subject to this RFP, including knowledge of air and landfill gas sampling locations.
3. Perform a thorough quality assurance review of the field, analytical, and laboratory QA/QC data, and certify that results and detection limits are within acceptable limits for the analytical method or field instrument used. Any anomalies or inconsistencies in the data, including laboratory QA/QC data should be explained in writing. The City reserves the right to reject any data that fails quality assurance review and shall require re-testing at the contractor's expense. A list of minimum detection limits to be achieved for each of the laboratory and field analyses specified under the scope of services on page 6 shall be included with the proposal.
4. When called upon, meet with the City to review data at no additional cost to the City. Additionally, perform re-sampling and analysis at no additional cost to the City in the event of field or laboratory contamination of samples or if questionable analysis results are reported.
5. Notify and coordinate all sampling events through the City designated contact person.

Selection Criteria

The City reserves the exclusive right to select the individual(s) or firm that it deems to be in the best interest to accomplish the project as specified herein. The selection of the firm to accomplish this project will be based on the following criteria:

1. The firms understanding of the City's needs, the objectives and goals to be achieved and the work involved.
2. The quality and depth of the experience and expertise of the individual(s) who will do this work in providing similar successful assistance in other projects of this nature and the level of significant experience of the firm relative to testing. The firm shall include resumes of key personnel to be assigned to the project including the Project Manager and any proposed sub-consultants. The proposal should specify the particular company office from which the work will be performed.

3. Appropriateness of the project organization and individual team members. The identity, qualifications and competence of the individuals (including any sub-consultants, employees) who actually do and/or will be responsible for conducting the project, and the role of each in its completion.
4. Other relevant criteria.
5. Appropriateness of the firm's fee schedule, overall cost and the ability to perform the assigned tasks within the identified time frame.

Proposals must respond in writing to all requirements of this solicitation in the order of the items listed below.

A. Statement of Project Requirements

State in succinct terms the consultants understanding of what is required by this request for proposal.

B. Scope of Services

Describe in narrative form the firm's approach and plan for accomplishing the work listed herein.

C. Team

Provide names and complete curriculum vitae for all professional members of the firm's and sub-consultants (if any) team. Identify the team leader or project manager with ultimate responsibility for the work.

D. Similar Experience

Provide details of experience and past performance of the firm and members of its team on comparable work for government entities.

E. References

Provide the names, title and phone numbers of persons who can substantiate the firm's summary of its qualifications and experience relevant to this project.

F. Costs

The firm shall submit a cost summary to provide the services required to complete annual landfill gas and air quality testing at the Shady Lane Landfill and adjacent New Searles Elementary School. Pricing is to be submitted per round of testing with specific cost detail relative to each analysis required. **The Fee Proposal shall be submitted in a separately sealed envelope from the Non-Fee Related Information.**

The City reserves the right to select and award any or all of the tasks and/or laboratory analyses listed in the breakdown of testing requirements and may exercise this right at any time during the length of the contract. All contracts are subject to review and approval by the City's Legal and Risk Management Departments, as well as the DES, if applicable.

Required insurances must be held at all times during the length of the project, with the City of Nashua named as an additional insured.

Other Requirements

The right is reserved to require interviews and presentations from some or all of the firms submitting proposals. The right is reserved to reject any and all proposals, to waive any requirements of this Request for Proposal, request additional information to modify or amend with the consent of the firm any proposal, including but not limited to, team members, and to negotiate or effect the costs, fees, and/or terms of any agreement (contract) deemed by the City to be in its best interest.

Scope of Services

Shady Lane Landfill Testing and Analysis

Requirements: Periodic testing and monitoring of landfill gas from the Shady Lane Landfill and indoor air quality at the adjacent New Searles Elementary School.

The City requires the following testing and schedule to be met. Frequency and degree of testing may be revised at any time during the duration of this contract.

Monitoring Location	Analysis	Frequency
Landfill Gas		
<u>Gas Collection System</u> Trench well with highest % LEL Level & Gas Collection System: Exhaust: SP-1 & SP-2	EPA Method TO-14 VOCs, (Results to be reported in both PPBV and ug/m ³), Method 3C & 25C Methane/Non-Methane Organics (with methane detection limit of 1 PPMV), and ASTM Method 5504 for Hydrogen Sulfide (Include results of Blank samples)	October, December, & March each year
Indoor Air Quality		
<u>New Searles School</u> Lobby, Media Center, Room 150, Cafeteria, Outside Room 150, Front of Major Air Intake (Roof Unit)	EPA Method TO-14 VOCs (Results to be reported in both PPBV and ug/m ³), Method 3C & 25C Methane/Non-Methane Organics (with methane detection limit of 1 PPMV), and ASTM Method 5504 for Hydrogen Sulfide (Include results of Blank samples)	October, December, & March each year